



TRANSFERRING INSTRUCTIONS

Thank you for contacting the Diocese of Davenport Catholic Schools. We are happy to assist you with transferring you to your new school. This process is fairly simple but please read carefully below on what needs to be completed in order to receive an I-20 with our program.

Are you currently in F-1 VISA STATUS? Follow the instructions in A and Page 2

Are you currently attending a Diocese of Davenport Catholic School and needing to transfer to another F1 school? Follow the instructions in B and Page 3

Are you currently in J-1 Visa STATUS? Contact your agency for more information.

Are you currently in any other visa status? Follow the instructions in C.

A: F-1 STUDENTS TRANSFERRING TO A DIOCESE OF DAVENPORT CATHOLIC SCHOOL

If you are in a lawful F-1 status and are completing or leaving your current institution, and have decided to further your studies at a Diocese of Davenport Catholic School, then you must complete the F-1 transfer process. The transfer process is initiated by our current institution and is completed by the Diocese of Davenport.

ELIGIBILITY

- Student **must** be accepted at the new school.
- Student **must** be maintaining legal F-1 status
- Student **must** notify the Diocese of Davenport of intention to transfer (see Transfer-In Form page 3)
- You must transfer to the Diocese of Davenport in the semester admitted. If you are unable to attend in the semester admitted, contact the PDSO, Virginia Trujillo @ 563-888-4230.

TRANSFER PROCESS

1. Request the transfer of your SEVIS record from your current school to Diocese of Davenport.
2. Complete the Diocese of Davenport Transfer-In Form.
3. The Diocese of Davenport will issue a new Form I-20 after your current institution has released your record in SEVIS.
4. Once registered, the school will notify the Diocese of Davenport, a new I-20 will then be processed and sent to you.

NOTE: Transferring your academic record and immigration record are two different procedures. Contact the Office of Admissions with questions regarding academic credit transfers.

TRAVEL and TRANSFER

If you intend to travel outside the United States after you have transferred out of your current institution and before you begin your studies with the Diocese of Davenport, you must re-enter the United States on your new Form I-20 issued by the Diocese of Davenport. This will be sent to you personally in your home country if you are not in the United States.

B. TRANSFERRING FROM OUR PROGRAM TO ANOTHER F1 SCHOOL

Are you completing or leaving our program, but you decided to further your studies at another F1 school. The transfer process is a form completed with you and the help of your school advisor and sent to the PDSO at the Diocese of Davenport.

ELIGIBILITY

- Student **must** be accepted at the new school.
- Student **must** be maintaining legal F-1 status
- Student **must** notify the Diocese of Davenport of intention to transfer (see Transfer-Out Form pg. 4)

TRANSFER PROCESS

1. Complete the Diocese of Davenport Transfer-Out Form.
2. Send to the new school to complete their section.
3. Provide the Diocese of Davenport PDSO with the transfer out form and acceptance letter from the new school.
4. Once all is received, the PDSO will issue you a new I-20 and send directly to you.
5. At registration, the school will notify the Diocese of Davenport that you have arrived, a updated I-20 will be provided if necessary.



Diocese of Davenport Catholic Schools Office
780 W. Central Park Ave.
Davenport, IA 52804

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TRAVEL and TRANSFER

If you intend to travel outside the United States after you have transferred out of your current institution and before you begin your studies with the Diocese of Davenport, you must re-enter the United State on your new Form I-20 issued by the Diocese of Davenport. This will be sent to you personally in your home country if you are not in the United States.

C. CHANGE OF STATUS

If your visa type is not currently F-1 and you are requesting Form I-20, you will need to change your visa status. **Remember that obtaining the Form I-20 is only the first step in this process; further action is required to become an F-1 student.**

To obtain F-1 status, you **must** leave the U.S. with the Diocese of Davenport I-20 and re-enter **after** obtaining the required VISA Stamp at a U.S. Consulate OUTSIDE the U.S. **OR** apply within the U.S. for a change of status, which is length process and you can NOT attend studies while waiting on the process.



Diocese of Davenport Catholic Schools Office
780 W. Central Park Ave.
Davenport, IA 52804

Transfer In SEVIS Release Form

- Only complete this form if you are transferring TO a school in the Catholic Diocese of Davenport from another school in the U.S.
- Student and school advisor need to complete Part 1 and forward to the current school.
- Please ask the international advisor at your current school to complete Part II of the form and send the form to the trujillo@davenportdiocese.org.
- When this document and acceptance letter is received a new I-20 can be generated.

Part 1: To be completed by the student

Name: _____
Last (family) First (Given)

Address: _____
Street Address (number and name of street)

City State Postal Code

Frequently used e-mail address: _____ Date of Birth: _____

Current visa status: _____ F-1 _____ Other Semester you intend to enroll at DODCS: _____ Fall _____ Spring _____ Year

The above named student has been accepted at _____ in _____.

Do you plan to leave the U.S. prior to beginning studies at DODCS: _____ Yes _____ No

Mailing address for I-20 if needed: _____

Phone (required for overseas address): _____ Approximate departure date: _____

I hereby give my permission for the information below to be released to the Diocese of Davenport Catholic Schools (DODCS).

Signature: _____ Date: _____

Part II: SEVIS Release Notification - To be completed by the International Student Advisor/DSO/PDSO

Student SEVIS ID#: N Transfer release date: _____
Release to: OMA214F00032012 Listed as: Diocese of Davenport

Is student in valid F-1 status? _____ Yes _____ No If no, is there a reinstatement application? _____

Additional comments regarding student: _____

Dates of Attendance: _____ to _____

The information provided on the above-named student is accurate and true to the best of my knowledge.

Signature: _____ Printed Name: _____ Date: _____

Title: _____ E-mail: _____

School Name: _____ City and State: _____

Return completed form by email or mail to the International Student Office at the address below.

Diocese of Davenport Catholic Schools Office · 780 West Central Park Ave. Davenport, IA 52804
International Students Office · Phone: 563-888-4230 · trujillo@davenportdiocese.org

Transfer Out SEVIS Release Form

- Only complete this form if you are transferring TO another F1 approved school in the U.S.
- Part I – Completed by the student and school advisor at the current school.
- Part II - Please ask the international advisor at prospective school to complete and send this form and acceptance letter to trujillo@davenportdiocese.org.
- When this document and acceptance letter is received the PDSO will release your I-20 in SEVIS (normally last day of classes).

Part 1: To be completed by the student and/or School Advisor/Counselor

Name: _____
Last (family) First (Given)

Address: _____
Street Address (number and name of street)

City State Postal Code

Frequently used e-mail address: _____ Phone: _____
Include Area Code

Do you plan to leave the U.S. prior to beginning studies at prospective school: _____ Yes _____ No

Approximate departure date: _____ Are all fees paid to the current school? ____ Yes ____ No

I hereby give my permission for the information below to be released to the prospective school name below.

Signature: _____ Date: _____

Part II: To be completed by Prospective School

School Name: _____ Address: _____

SEVIS Code: _____ How listed in SEVIS: _____

PDSO/DSO Name: _____ Phone: _____

PDSO/DSO Email: _____

Part III: SEVIS Release Notification - To be completed by the PDSO at the Diocese of Davenport Catholic Schools Office

Student SEVIS ID#: _____ Transfer release date: _____
SEVIS: OMA214F00032012 Listed as: Diocese of Davenport

Is student in valid F-1 status? ____ Yes ____ No Semesters/years you were enrolled at DODCS: _____

Additional comments regarding student: _____

The information provided on the above-named student is accurate and true to the best of my knowledge.

Signature: _____ Printed Name: Virginia Trujillo Date: _____

Title: PDSO E-mail: Trujillo@davenportdiocese.org

School Name: _____ City and State: _____